

## INCOMING STUDENTS' NEXT STEPS CHECKLIST

We are looking forward to the start of the semester on the Tuesday after Labor Day. In an effort to help the transition go smoothly, we've prepared the following checklist:

- ☐ **Enrollment Agreement and Tuition Deposit:** If you have not done so already, please read, complete and return your enrollment agreement along with your \$100 tuition deposit today. This agreement contains important information about the terms of your program. If you have any questions or concerns, please contact your Admissions Representative: Carolinn King at 215-948-9211, [Carolinn.King@Antonelli.edu](mailto:Carolinn.King@Antonelli.edu) or Andy Gahagan at 215-948-9210, [Andy.Gahagan@Antonelli.edu](mailto:Andy.Gahagan@Antonelli.edu).
- ☐ **Confirmation Deposit:** Please pay your \$100 confirmation deposit by \_\_\_/\_\_\_/\_\_\_\_. (This is due 30 days after today's financial planning session.) If you have any questions or concerns, please contact your Admissions Representative: Carolinn King at 215-948-9211, [Carolinn.King@Antonelli.edu](mailto:Carolinn.King@Antonelli.edu) or Andy Gahagan at 215-948-9210, [Andy.Gahagan@Antonelli.edu](mailto:Andy.Gahagan@Antonelli.edu).
- ☐ **Financial Plan/Clearance:** Finalize your financial plan by \_\_\_/\_\_\_/\_\_\_\_. You must have a plan in place to cover all of your financial obligations. Depending upon your plan, there may be a series of steps and paperwork to complete. So, please be sure to complete each step promptly. Under no circumstances will a student be permitted to move into the residence facilities or start classes without financial clearance. If you have any questions or concerns, please contact Stephanie Showalter, Financial Services Coordinator, at 215-948-9212 or [Stephanie.Showalter@Antonelli.edu](mailto:Stephanie.Showalter@Antonelli.edu).
- ☐ **Residence Facilities Agreement and Residence Facilities Deposit:** If you plan to live in the Residence Facilities, please read, complete and return your Residence Facilities Agreement along with your \$375 Residence Facilities Deposit by **May 1**. You also need to read, complete and return the Rules and Regulations Agreement, your Student Housing Preference Confirmation, Meningitis form, Emergency Contact Information form, Vehicle Information form and Occupant Application (Corporate Lease) with Consent to Consumer Report and Background Check form. If you have any questions about the Residence Facilities, please contact Tom Keenan, Residence Facilities Manager at 215-948-9226 or [Tom.Keenan@Antonelli.edu](mailto:Tom.Keenan@Antonelli.edu).
- ☐ **Student Housing Preference Confirmation, Emergency Information, and Vehicle Registration:** If you do **not** plan to live in the Residence Facilities, please read, complete and return your Student Housing Preference Confirmation, Emergency Contact Information form, and Vehicle Information form. If you have any questions, please contact your Admissions Representative: Carolinn King at 215-948-9211, [Carolinn.King@Antonelli.edu](mailto:Carolinn.King@Antonelli.edu) or Andy Gahagan at 215-948-9210, [Andy.Gahagan@Antonelli.edu](mailto:Andy.Gahagan@Antonelli.edu).
- ☐ **Books and Kits:** A list of required books including ISBNs and items needed in your kit will be sent to you by July 1. The school store only sells new texts and does not have a buyback program. Many students buy their books online. If you choose to purchase your textbooks and/or supply kits through the school store, please email your order to [Orders@Antonelli.edu](mailto:Orders@Antonelli.edu) no later than **July 15** with the specific items you want to buy. Your order will be available for pick up at orientation. If you have any questions or concerns, please contact Adrian Littell, School Store Manager, at 215-948-9220 or [Schoolstore@Antonelli.edu](mailto:Schoolstore@Antonelli.edu).
- ☐ **Digital Camera for New Photography Students:** A digital camera is required beginning in the second semester. The second semester kit is available with or without the camera. Camera recommendations will be included on the kit list to be sent by July 1. We strongly recommend that you wait until near the start of the second semester to order your camera as technology is always changing, and you may get a better camera for a similar value than what we are recommending now. The major camera companies (Nikon and Canon) often release their new models in the fall around the time of the PDN Photo Expo. The minimum requirements now listed on the kit form will not change by the second semester.

- ❑ **Laptops and Software for New Graphic Design Students:** A specifications sheet outlining the minimum requirements will be sent to you by July 1. You may purchase a laptop and software anywhere as long as it meets the requirements. You may also purchase through our school store. A price sheet will be sent to you by July 1. If you want to purchase through the school store, please email your order to [Orders@Antonelli.edu](mailto:Orders@Antonelli.edu) no later than **July 15** and indicate which model and/or software you wish to purchase. If you have any questions or concerns, please contact Parke Hitchings, Technology Manager, at 215-948-9221 or [IT@Antonelli.edu](mailto:IT@Antonelli.edu).
- ❑ **Orientation:** You must attend an orientation session prior to the start of classes. Orientation is only for incoming students (not parents) and is mandatory for all incoming students. It lasts approximately half a day. There are four different sessions. Space is limited and is on a first reply basis. So, contact your admissions representative as soon as possible to select one of the following four sessions:
  - 8/15/13 – afternoon session begins promptly at noon
  - 8/16/13 – morning session begins promptly at 9:00 am
  - 8/19/13 – afternoon session begins promptly at noon
  - 8/20/13 – morning session begins promptly at 9:00 am
  - **Admissions Representatives:**
    - Carolinn King at 215-948-9211 or [Carolinn.King@Antonelli.edu](mailto:Carolinn.King@Antonelli.edu)
    - Andy Gahagan at 215-948-9210 or [Andy.Gahagan@Antonelli.edu](mailto:Andy.Gahagan@Antonelli.edu)
- ❑ Coffee and pastries will be available before the morning sessions. A light lunch is served at all sessions. Your picture for your school ID will be taken during orientation.
- ❑ **Email Accounts:** You will be given access to your email account at orientation. When you first log on, you should find an electronic copy of the latest catalog and other important documents in your mailbox. Please read them and familiarize yourself with the information and policies. From orientation until graduation, your Antonelli email account will serve as the primary official method of communication. Please be sure to check your email account often. If you have any email issues or do not find a copy of the documents in your mailbox, please contact Parke Hitchings at [IT@Antonelli.edu](mailto:IT@Antonelli.edu).
- ❑ **Class Schedule:** We will distribute class schedules to incoming students at orientation. Classes begin on the Tuesday after Labor Day. If you have any questions or concerns, please contact Tricia Fleming, Director of Education, at 215-948-9223 or [Tricia.Fleming@Antonelli.edu](mailto:Tricia.Fleming@Antonelli.edu).
- ❑ **Residence Facilities Roommate Assignments:** Roommate assignments will be made in early August. Provided you are financially clear, assignments will be mailed no later than August 15. If you have any questions about the Residence Facilities, please contact Tom Keenan, Residence Facilities Manager at 215-948-9226 or [Tom.Keenan@Antonelli.edu](mailto:Tom.Keenan@Antonelli.edu).
- ❑ **Residence Facilities Move In:** Students can move in on Saturday and Sunday of Labor Day Weekend between 10:00 am and 2:00 pm. There are two or three bedroom units with four beds in each unit. Rooms and beds are on a first come basis. If you have any questions about the Residence Facilities, please contact Tom Keenan, Residence Facilities Manager at 215-948-9226 or [Tom.Keenan@Antonelli.edu](mailto:Tom.Keenan@Antonelli.edu).
- ❑ **Class Start:** Classes begin the Tuesday after Labor Day. Your first class will depend upon your schedule which you should receive at orientation. If you have any questions or concerns, please contact Tricia Fleming, Director of Education, at 215-948-9223 or [Tricia.Fleming@Antonelli.edu](mailto:Tricia.Fleming@Antonelli.edu).
- ❑ **Student IDs:** Student IDs will be available for pick up in the school store during the first week of class.
- ❑ **Transcript(s):** Have an **OFFICIAL** copy of your high school transcript and any post secondary transcript(s) (if applicable) sent to Antonelli Institute. YOU CANNOT START CLASSES UNTIL WE HAVE AN **OFFICIAL** COPY OF YOUR HIGH SCHOOL TRANSCRIPT.